



February 27, 2015

To: Executive Board

Subject: **Request for Qualifications (RFQ) - Architectural Engineering  
Consultant -Park & Ride Facilities**

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**Recommendation**

Authorize the Executive Director to Issue RFQ No. 15-049 seeking qualifications to provide architectural and engineering services in connection with the development of a proposed park & ride facility to be located in the Covina and/or West Covina area.

**Analysis**

At the January 30, 2015 Strategic Planning Workshop, the Executive Board and staff discussed possible sites for a park & ride structure or structures in the Covina and West Covina area. In order to advance work on this project, the services of an architectural and engineering consultant is needed.

The architectural and engineering services to be completed include but are not limited to: assisting the environmental consultant in developing appropriate clearance documents, preparation of architectural and engineering design documents, preparation of appropriate precise plan applications, and assisting in obtaining appropriate city plan check review and approval, development of construction documents and bidding support, construction administration, and preparation of record drawings.

**Budget Impact**

The direct costs to initiate this RFQ process are minimal and primarily require staff time. A recommendation for contract award will be presented to the Board at a future meeting.

Sincerely,

  
Sharlane R. Bailey  
Director of Facilities

  
Doran J. Barnes  
Executive Director